

LISLE LIBRARY DISTRICT
BOARD MEETING
February 13, 2019 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - Vice President
Longry Wang - Treasurer (arrived 7:01 p.m.)
Marjorie Bartelli - Secretary
Richard Flint - Trustee
Liz Sullivan - Trustee
Emily Swistak - Trustee

Absent:

Jay Fisher - President

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services

2. Opportunity for visitors to speak - None

3. Consent Agenda

- a. Approve Minutes of the January 9, 2019 Board Meeting
- b. Acknowledge Treasurer's Report, 01/31/19, Investment Activity Report, 01/31/19, Current Assets Report, 01/31/19, Revenue Report, 01/31/19, and Expense Report, 01/31/19
- c. Authorize Payment of Bills, 02/13/19

MOTION: Trustee Sullivan moved to approve Consent Agenda items 3a and 3b. Secretary Bartelli seconded. Roll Call Vote - Trustee Sullivan - Aye, Trustee Swistak - Aye, Trustee Wang - Aye, Trustee Bartelli - Aye, Trustee Flint - Nay, Trustee Hummel - Aye. The motion passed.

Trustee Flint raised a point of order regarding the opportunity for discussion on the motion. Vice President Hummel asked if there was any discussion on items 3a and 3b. Trustee Flint stated that it was too late due to the motion passing. Vice President Hummel asked for discussion on item 3c.

Discussion: Trustee Sullivan asked about the Library's office supply vendors. She also asked if ILA dues could be refunded or reappropriated for the two Trustees no longer running for office.

MOTION: Trustee Sullivan moved to approve Consent Agenda item 3c. Treasurer Wang seconded.

Discussion: Vice President Hummel noted the Colley Elevator, Johnson Controls, and landscaping invoices.

Vice President Hummel called for a vote on the motion.
Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Vice President Hummel and Trustee Flint reviewed the January billings in February.

Treasurer Wang and Trustee Swistak will review the February billings in March.

Director Weinstein provided an update on the elevator. The repair project was completed before the schedule. On January 18th, the Director attended the visitation for Barbara Roake who passed away on January 13th. Barbara Roake was one of the founders of the Library District, a Library Trustee for 30 years, and organizer of the Lisle Woman's Club. Her family asked that in lieu of flowers, that donations be made to the Library.

All donations will go towards book purchases in memory of Mrs. Roake. Director Weinstein mentioned that a number of women who've served in Library leadership roles have passed away within just the last 5 years including Marilyn Cawiezel and Robin Sprietsma. She announced that she would like to coordinate a program in April celebrating *National Library Week* and all the women who've contributed to the success of the LLD.

President Fisher and Director Weinstein attended the intergovernmental meeting on January 10th.

On January 29th, the DuPage County Clerk's Election Division notified the Library that the final objection hearing was held and overruled. The Library has 8 candidates running for 4 Trustee seats. The election will be held on April 2nd.

Director Weinstein attended the TIF Joint Review Board at Lisle Village Hall on February 1st.

Director Weinstein presented a report concerning the wait times on holds for materials via the LLD's digital media platform OverDrive.

The Director provided clarification regarding a public comment at last month's Board meeting. A member of the public stated that the Library had 150 people in the meeting room during a program and had violated fire code. The Director stated that the number mentioned by the patron was correct, but that number was a total number of attendees during a three hour event.

The Director noted that Will Savage, Director of Youth Services, along with representatives from the DuPage Children's Museum and Naperville Public Library made an appearance on NCTV17 (Naperville Community Television) to talk about Naperville 203's early childhood collaborative.

Discussion: Secretary Bartelli asked questions about TIF fund balances in reference to the Joint Review Board (JRB) meeting. Trustee Sullivan stated that she submitted a FOIA request to the Village for the JRB TIF report and was denied a report. Director Weinstein stated that she would provide a copy of the JRB TIF report to the Board. Secretary Bartelli asked about stand-alone costs for OverDrive services and Trustee Sullivan asked about partnering with Naperville Public Library for Overdrive services. Trustee Sullivan asked about intergovernmental meeting protocol.

5. Assistant Director's Report

Assistant Director McQuillan announced that the Event Planning team is coordinating *Harry Potter Day* which is taking place on Saturday, March 9th from 1 pm to 3 pm. Events include a game of remote control Quidditch, a visit to Diagon Alley with crafts and snacks, an adventure into the Forbidden Forest of spiders and lizards, and a scavenger hunt.

On Monday, January 28th staff detected a natural gas odor in the west mechanical room. A Nicor technician came out to investigate and found that a shut off valve had a leak. He tightened the valve and made recommendations to replace three original shut off valves.

Staff consulted with the LLD's HVAC vendor during the extreme cold weather. The heating system settings for overnight were changed to maintain temperatures during the polar vortex event.

Staff coordinated the weather related closing of the Library by preparing social media and sign notifications, changing the LLD's voicemail message, and alerts on the Library's website. The Village and Police Department were also notified of the closing.

Assistant Director McQuillan provided an update regarding the elevator project.

Discussion: Trustee Sullivan mentioned the Library's status as a warming center on the County website. Trustee Sullivan stated that the Library's social media post depicting a display with romance books showing men without shirts on was inappropriate. Director Weinstein stated that the romance book display is a tongue-in-cheek nod to Valentine's Day. Vice President Hummel referred to the Assistant Director's report regarding battery replacements for fire prevention components.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang stated that the next meeting was scheduled for February 25th at 6 pm.
- b. Personnel/Policy - The Committee did not meet. Trustee Flint stated that the next meeting was scheduled for February 19th at 7 pm.
- c. Physical Plant - The Committee met on January 16th. Vice President Hummel provided an overview of the January 16th meeting and stated that the next Committee meeting was scheduled for March 6th at 7 pm.

Discussion: Treasurer Wang recommended updating the facility project list. Trustee Sullivan voiced concerns about shelving that was purchased by the Friends of the Library for the Library's storage room. Trustee Sullivan asked how much money the Library has to implement projects in the Strategic Plan. Vice President Hummel suggested that funding projects would be discussed within Committee of the Whole budget discussions. Treasurer Wang suggested that Strategic Plan initiatives would be guided by Committee Chairs. Director Weinstein reminded everyone that the Strategic Plan was a three year plan and that project implementation would be discussed at yearly budget meetings.

7. Unfinished Business – None

8. New Business
 - a. Semi-annual review of executive session minutes
 - b. Review of executive session recordings more than 18 months old

9. Executive Session

MOTION: Trustee Sullivan moved to go into Executive Session according to 5 ILCS 120/2(c) (21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Treasurer Wang seconded. Roll Call Vote - Trustee Wang - Aye, Trustee Bartelli - Aye, Trustee Flint - Nay, Trustee Hummel - Aye, Trustee Sullivan - Aye, Trustee Swistak - Aye. The motion passed.

Trustee Flint raised a point of order regarding having no opportunity for discussion on the motion. Vice President Hummel asked for a motion to reconsider.

MOTION: Trustee Sullivan moved to reconsider. Treasurer Wang seconded. Voice Vote - All Aye.

MOTION: Trustee Sullivan moved to go into Executive Session according to 5 ILCS 120/2(c) (21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Treasurer Wang seconded.

Discussion: Trustee Flint commented that there was no need to go into Executive Session because the minutes and recordings were not private. Vice President Hummel reiterated what would be reviewed by the Board in Executive Session.

Vice President Hummel called for a vote on the motion.

Roll Call Vote - Trustee Flint - Nay, Trustee Hummel - Aye, Trustee Sullivan - Aye, Trustee Swistak - Aye, Trustee Wang - Aye, Trustee Bartelli - Aye. The motion passed.

The Board voted to go into Executive Session at 8:00 p.m.

The Board came back into Open Session at 8:09 p.m.

MOTION: Secretary Bartelli moved to release the August 8, 2018 Executive Session minutes. Treasurer Wang seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Treasurer Wang moved to retain the Executive Session recordings more than 18 months old. Trustee Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated that she viewed active shooter training online. She would also like to see a foundation created for the Library. Trustee Flint stated that the Library already has a foundation. He also commented that if three Trustees went to an intergovernmental meeting, they would be subject to OMA

and could not discuss Library business there. Treasurer Wang spoke about Strategic Plan implementation and how the Library can collaborate with other entities. Secretary Bartelli mentioned that she thoroughly enjoyed the most recent Gallery 777 artist reception. She also thanked staff on the elevator repair project. Vice President Hummel stated his support of intergovernmental cooperation projects and said that he would like to see collaboration regarding a community newsletter. He also contacted the Township regarding the *Ride DuPage* program and provided a flyer to post. Vice President Hummel mentioned attending Barbara Roake's wake in January.

11. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Treasurer Wang seconded.

Voice Vote - All Aye

The meeting adjourned at 8:20 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on March 13, 2019.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees